

POSITION DESCRIPTION**M-2****Town of Needham****Div. Superintendent, Highway****5/97*****Duties:***

Under the direction of the Public Works Director, plan, organize, and direct Highway Division construction, maintenance, and repair operations and activities, including sanitary landfill, recycling, and contracted solid waste removal.

Develop plans and programs to provide for the construction, repair, and maintenance of Town roads, sidewalks, curbs, walls, and related structures and for sanitary landfill and snow plowing, removal, sanding and salting operations.

Design and prepare specifications for highway construction and reconstruction projects; obtain bids and recommend selection of contractors; conduct periodic and regular inspections to ensure quality of construction; and attend board meetings and public hearings as necessary to present technical information and to respond to inquiries, requests, and complaints from citizens, businesses, etc.

Responsible for operation of sanitary landfill in accordance with solid waste rules and regulations, including operational planning, facility and equipment maintenance, and related record-keeping functions.

Develop, implement and promote recycling master plan and program for Town residents and Town offices and facilities.

Select and train division personnel and recommend changes in status and compensation; resolve grievances within authority; and oversee preparation of payroll and related personnel documents and records.

Develop, recommend, and implement Highway Division policies and procedures; and ensure compliance with applicable town, state, and federal health and safety rules and regulations.

Plan, coordinate, and direct snow and ice removal, plowing, sanding and salting operations.

Prepare and submit division budgets; expend funds and monitor and control expenses; process and expedite payment of bills; and prepare annual statistical and division reports and other operational reports related to construction, repair, and maintenance activities.

Maintain current knowledge of profession through peer association, attendance at meetings and seminars, etc; and conduct periodic staff meetings to provide information.

Required to be on-call for snow and other emergencies; perform related technical and administrative duties as assigned by Director.

Basic Knowledge:

Duties require knowledge equivalent to a bachelor's degree in civil engineering.

Experience:

Work requires up to five years of related construction and engineering experience. Position requires a valid motor vehicle license.

Independent Action:

Incumbent participates in establishment of short range plans and objectives within scope of Town policies and goals; consults with Director on major policy issues, disciplinary actions, and major expenditures of funds.

Supervisory Responsibility:

Supervise working foremen, Highway Division and sanitary landfill personnel equivalent to 21 FTE's, plus up to 50 employees and contract units during winter snow removal situations.

Physical and Environmental Standards:

- Periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas.
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone.
- Some travel within the Town to plan, oversee, or provide departmental services.